



Safe Schools Helpline CONTACT INFORMATION School Year 2011-2012



To be completed by School or County Administrator

Please **print or type** below who your office has designated to receive Safe Schools Helpline reports for business and after-hours contact. All fields should be as complete as possible.

County: _____

School: _____

Address: _____

Designee: _____ Title _____

Daytime phone: _____ Fax _____

Email: _____

Secretary _____ Sec. Phone/Ext: _____

Designee's Emergency after-hours numbers*: _____

Alt. Designee: _____ Title _____

Daytime phone: _____ Fax _____

Email: _____

Secretary: _____ Sec. Phone/Ext: _____

Alt. Designee's Emergency after-hours numbers*: _____

CONTACT COUNTY BOARD ONLY YES NO

CONTACT INDIVIDUAL SCHOOL(S) YES NO

CONTACT BOTH COUNTY AND SCHOOL YES

(CIRCLE APPROPRIATE RESPONSES)

(ATTACH CONTACT INFORMATION FOR INDIVIDUAL SCHOOLS IF NECESSARY)

Thank you for your cooperation in this matter. If you have any questions or comments please contact Laverne Stout, Operations Officer (304) 558-5380 M-F, 8a.m. – 4 p.m.

► **Please note: All after-hours numbers and email addresses are kept confidential and are for helpline use only.**

Please complete and return this form by mail to:

WV Division of Homeland Security and Emergency Management
1900 Kanawha Blvd., East, Bldg. 1, Rm. EB-80, Charleston, WV 25305